

	Fenton Fire Protection District Employee Manual	
	Job Descriptions	
	Subject:	Financial Officer
	Section: 280.4	Initiated: February 1, 2025
	Pages: 2	Reviewed: N/A
References:		

Overall Responsibilities

The Financial Officer will direct and oversee the financial activities of the fire district, direct the preparation of current financial reports, summaries and create forecasts predicting future trends. This is an exempt, salaried position.

Essential Duties and Responsibilities

- Oversight of Financial policies, procedures, accounts payable, accounts receivable, and payroll records.
- Administers system of internal financial controls
- Directs preparation of budgets, reviews budget proposals, and prepares necessary supporting documentation and justification.
- Assist with statistical analysis of district emergency service delivery metrics
- Prepares reports which summarize and forecast district business activity and financial position in areas of income, expenses, and earnings based on past, present, and expected operations.
- Provides reporting and recommendations to the Board of Directors as directed
- Conducts reconciliation of internal and external statements, expense reports, receipts, transfers, and maintains general ledger entries
- Coordinates with the office manager to maintain financial records and transactions in accordance with accounting standards
- Establishes, or recommends to management, economic strategies, objectives, and policies
- Directs determination of depreciation rates to apply to capital assets.
- Prepares for and coordinates regular audits of District's accounts.
- Prepares reports required by regulatory and oversight agencies.
- Maintains relationships with banks and other financial institutions.
- Provides oversight and processes funds for pension, 457 plans, and other investments
- Prepares tax rate calculations required for setting tax rates.
- Assist in writing, overseeing and implementation of grants.
- Coordinate large district purchases.
- Track and keep accurate records of district assets, fixed assets and capital improvements.

- Assist the Management Team, Operations Committee, Accreditation Manager, and Fire Chief with recommendations for reaccreditation by CFAI.
- Assist Office Manager / Administrative Support Staff with front office and phone coverage
- Process financial census requests

Skills and Attributes

- Strong ability to prioritize and multi-task duties.
- Capable of handling sensitive and confidential information.
- Ability to establish and maintain effective working relationship with district members and the general public.
- Knowledge of pertinent federal, state, and local laws, regulations and ordinances.
- Knowledge of governmental accounting principles (GASB, fund accounting, etc.)
- Knowledge of budget forecasting models
- Excellent written and verbal communication skills.
- Excellent analytical and organizational skills.
- Professional appearance and manner.
- Ability to plan, develop, and coordinate strategic management plan goals and objectives.
- Proficiency in the following computer programs:
 - Microsoft Word, Excel, Access, Outlook
 - Image Trend EMS/Fire Reporting Software
 - Great Plains Financial Software or equivalent accounting software
 - Paylocity Payroll Program or equivalent

Supervision

Received From

Supervision received from Fire Chief

Exercised Over

None

Qualifications Required:

- Valid Driver’s License
- Bachelor’s degree (BS/BA) or equivalent; or four to ten years related experience and/or training; or equivalent combination of education and experience.
- Missouri CPA License

Qualifications Preferred:

- Master’s Degree in a financial, business, or mathematical field from an accredited college or university
- Experience in governmental and public funds finance